

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120042-8
REPORTS INVENTORY

SD 103.3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Records Survey Work Sheet and Report of Records
Holdings2. TYPE
OF
REPORT

X

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

X LOGISTICS

TRAINING

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Yearly

6. DISTRIBUTION (No. of components not
number of copies)

One

7. FORMAT (memorandum, form
computer print-out, etc)

Form 138

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Federal Mgmt. Regulations

10. PREPARING COMPONENT (include lowest level
contributing information to report)

Follow-up and Expediting Section

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.49		1/2 Hr.		3.245		1		3.245
GS-9	4.75		2 Hr.		9.50		1		9.50
GS-4	2.81		3 Hr.		8.43		1		8.43

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

21.175

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OL Registry

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X

RETAIN AS IS

OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, CCDB/SD/OL

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18. EXTENSION

FORM
2-70

142

(22-36-43)

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